How to Sign Up to Access an Account in Revenue Online

1. Open Revenue Online in your Web browser (or smartphone or tablet): www.Colorado.gov/RevenueOnline

2. Click on the Individual (for personal income tax) or Business button.

3. Click on the Sign Up link (on the right side of the page, under the large Login button)

4. Make sure you have as much information about the account in front of you:
   - ZIP code on the account
   - the most recent tax return (you'll need information from that), or
   - estimated tax payment amount (income tax), or
   - a recent letter from the department that shows a Letter ID number.
   These are the "security keys" you will use to get permission to access an account.

5. Sign Up is a three-step process:
   a) Enter Taxpayer Information
   b) Enter Login Information (this is information YOU get to create for the account)
   c) Enter Account Information (this is where all the "security keys" go)

6. Then, click the Submit button.

7. You will see a confirmation page on your screen.

8. Open the email box of the email address you entered when you went through the Sign Up process.

9. You will receive an email that tells you whether you were able to get access to the account.
   - If you do get access, the email will contain an Authorization Code that you will use ONLY the first time you Login.
   - If you don't get access, verify the "security keys" and try again.

   After your first Login, you will need only the Login ID and Password that you create.

10. Go back to Revenue Online: www.Colorado.gov/RevenueOnline

11. Click on the Individual or Business button.

12. Click on the Login button on the right side of the page.

13. Enter the Login ID and Password you created.

14. Click Login.

15. Enter the Authorization Code (first time only).

16. Click Login.

17. You should be in the account.

That's it! It's simple and easy to get access to your account.